



Head Start Site Supervisor

Department of Early Childhood Education
Albany, NY

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

THE POWER OF CHANGE

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years

ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

The Head Start Center Director reports to the Assistant Director of Early Childhood Education. The Center Director plays a key role in providing vision, leadership and administration to a large early childhood education site with over 65 children with ages ranging from 3 to 5 years of age. The Center Director will oversee the management of the Head Start program within the designated site.

The Center Director will direct and oversee management functions including staff meetings to ensure quality programming for all customers. They oversee day-to-day program management, operations & personnel at assigned site(s). They are expected to ensure center compliance with all applicable program performance standards to include the Head Start performance standards and OCFS regulations – these ranges from ensuring classrooms are in compliance to covering lunch breaks. The Center Director is expected to act as education leader within the center and must provide consistent guidance, supervision, and education to staff. The Center Director must ensure the smooth operation of the center to provide a stable, nurturing, quality program for children & families. They serve as a liaison between individuals/families and community agencies and are responsible for developing and coordinating community resources and program services activities.

QUALIFICATIONS:

A Baccalaureate or advanced degree in early childhood education Baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience is required. Also a minimum of four (4) years' experience working in the field of early childhood education of which at least two (2) years include supervisory experience, preferably of staff in an early childhood education setting. Knowledge of New York State OCFS regulations and Head Start performance standards highly desired. Bilingual or multilingual abilities are a plus. Possession of a valid driver license may be required.

BENEFITS/HOURS/PAY:

Health, Dental, and Vision Insurance; Vacation, Sick, Personal Leave; Paid Holidays; Educational Assistance; 403(b)
Full time; Starting salary approximately \$46,000 annually with the potential for increase based on performance

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

FOLLOW US ON SOCIAL MEDIA:



**We are proud to be an EEO/AA employer M/F/D/V.
We maintain a drug-free workplace and perform pre-employment
substance abuse testing**